



FINANCE/PAYROLL

NOTES & NEWS



MAY 2005

Prompt Payment Changes

Please note the following changes to payment scheduling and late interest calculation on new vouchers beginning May 2:

1. All new local fund vouchers are automatically scheduled to pay immediately. If the scheduled due date needs to be changed to a future date (for future lease or stipend payments, for instance), you can change it.
2. All new state fund vouchers with a total amount of \$5,000 or less when the voucher is first saved are automatically scheduled to pay immediately. State vouchers over \$5,000 will continue to be scheduled 30 days after the later of the goods received or invoice received date, as required by the Comptroller's Office. The scheduled due date can still be changed on individual vouchers to pay earlier or later if needed.
3. All new vouchers with one or more fund 5 cost centers (sponsored grants and contracts) are automatically set to not pay late interest. Interest will still be charged on vouchers with other funds when the voucher is paid late.

The above changes, which were implemented May 2, 2005 in the Finance system, only affect vouchers created May 2 and after. Vouchers created earlier will not include these changes.

The purpose of scheduling payments earlier is to make it easier to purchase from historically underutilized businesses (HUBs), some of which need faster payment, and we are refusing interest on fund 5 cost centers because these cost centers do not permit late payment interest. Refusing interest on fund 5 vouchers should also reduce the time and effort spent reallocating late interest charges.

MAPP and SAM will be updated to reflect these changes.

Please clear your internet cache as follows before creating your first voucher after May 2:

1. Close all Internet Explorer browser windows, except for one.
2. With one Internet Explorer window open, go to the Tools menu and select Internet Options.
3. In the Temporary Internet Files section, click the Delete Cookies button. Click OK to confirm.
4. Click the Delete Files button. Check Delete All Offline Content. Click OK to confirm.
5. Click OK at the bottom of the Internet Options window to confirm all actions.

If you have any questions about these changes, please contact Mike Glisson at 713-743-8706.

INSIDE STORIES

Document Imaging
FAQs, 2

Vendor Selection
on PO's, 4

PASS Awareness
Fair, 5

HUB Vendor of
the Month, 6

Document Imaging FAQs

Document imaging for vouchers was implemented in the Finance system beginning May 16, 2005. The following is a partial list of the document imaging FAQs available on the Finance web page:

Q: What is document imaging?

A: Document imaging is the process of attaching backup documents to transactions in the Finance system, such as vouchers, journals, budget journals, requisitions, service center requisitions, requisitions, and purchase orders, so the backup documents can be viewed online. These documents could be files already saved in a computer readable format or files created from scanned documents.

Q: What does document imaging replace?

A: Document imaging replaces microfilming. Instead of microfilming documents after they are approved by the processing unit (Accounts Payable, General Accounting, etc.) and storing those images outside of the Finance system, documents are attached to transactions in the Finance system before they are approved by the processing unit. Until document imaging is fully implemented, documents received by the processing units will continue to be microfilmed.

Q: What are the benefits of document imaging?

A: Document imaging provides the following benefits:

1. Backup documents can be viewed online in the Finance system by anyone with access to view the associated transaction, rather than stored on microfilm reels in Finance. Departments can view or print the backup documents themselves, rather than request printouts from Finance.
2. Departments will not need to maintain paper files of scanned documents. However, until a System Administrative Memorandum (SAM) is issued on document imaging standards and procedures, departments should maintain original scanned documents in their files.
3. Document imaging will make workflow approval processes faster and more efficient. Once document imaging and workflow are in place for the same type of transaction (budget journals, vouchers, etc.), these transactions can be routed electronically for approval with the backup documents available online. It will not be necessary to route transaction coversheets with signature approvals or their backup documents through interoffice mail.

Q: What is the difference between document imaging and workflow?

A: Document imaging is the process used to attach backup documents to transactions in the Finance system. Workflow is an electronic routing and approval process for Finance transactions. While both are needed to maximize speed and efficiency in processing transactions, they can be implemented separately. Document imaging will be implemented more quickly for all Finance transactions, because the process is the same for all transaction types (vouchers, budget journals, etc.) and additional security setup is not required. Workflow will operate in much the same way for all Finance transaction types, but the approval paths may differ. In addition, Finance must setup workflow security that defines the role (department approver, college/division approver, etc.) assigned to each workflow participant for each type of transaction. The assignment of these roles is determined by the college/division administrator during workflow training.

Continued from Page 2

Q: When will document imaging be available?

A: Document imaging for vouchers is available beginning May 16, 2005. Document imaging for budget journals, journals, service center requisitions, requisitions, and purchase orders will be implemented by mid-summer. (Workflow for budget journals also begins on May 16 and will be rolled out by college/division. Workflow for journals, vouchers, service center requisitions, requisitions, and purchase orders will be implemented by the end of FY05.)

Q: Is document imaging for vouchers mandatory beginning May 16?

A: No, though it will be at some point in the future. We want to give everyone the opportunity to learn about document imaging without delaying voucher payments. Accounts Payable will accept vouchers with either paper or electronic backup during this transition period.

Q: What access is required to upload documents to the Finance system?

A: Anyone who can view the associated transaction (voucher, journal, etc.) will have access to upload documents for that type of transaction. Additional access is not needed.

Q: What is the minimum resolution for scanning documents?

A: The minimum resolution is 300 dpi X 300 dpi (dots per inch), black and white. This is also the recommended default setting for all scanned documents to be uploaded to the Finance system. Although "higher resolutions" and "grayscale or color" settings are permitted, it is recommended that you only use these higher settings where proper quality can not be achieved at the recommended settings. "Higher resolutions" and "grayscale or color" settings may produce large unmanageable files.

Q: What is the minimum font size that should be scanned?

A: The minimum font size that should be scanned at 300 dpi X 300 dpi resolution is 4 point type. However, it may be difficult to determine the font size of paper documents, and, unless you created the document, you will not have control over the font size. The bottom line is that all text that is necessary for the document to be used as backup documentation should be legible on the scanned image.

Q: Which file formats may be uploaded to the Finance system as backup?

A: TIF, PDF, RTF, TXT, Word, or Excel. Most scanners will save scanned documents as either a TIF or PDF file.

Q: Do separate paper documents (invoices, letters, etc.) related to the same transaction need to be scanned separately and uploaded to the Finance system as separate files?

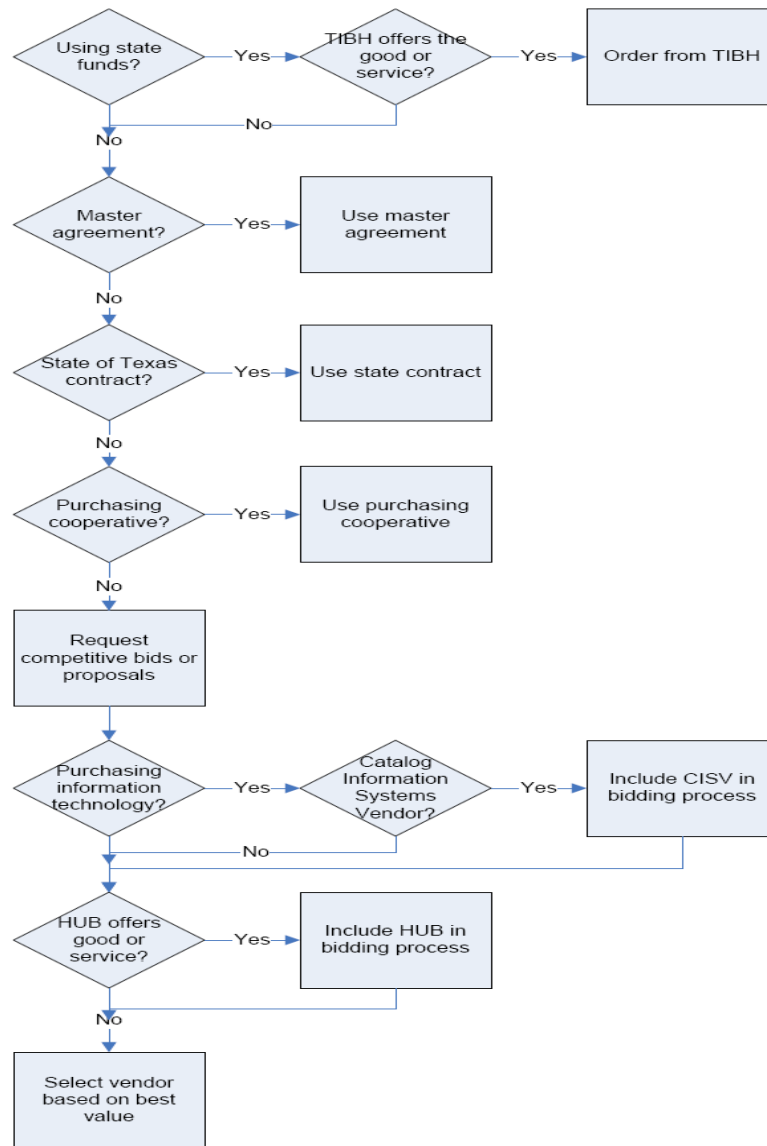
A: No. You can scan all of the backup documents for a transaction at once and upload them as one file to save time. However, you can also upload separate documents individually if they cannot be scanned at the same time.

Q: Should documents related to more than one transaction be scanned at the same time?

A: No. Only documents related to a particular transaction should be scanned at the same time and uploaded to that transaction. Documents that do not relate to a transaction should not be assigned to that transaction.

The complete list of FAQs, which will be updated as needed, is available on the Finance web site (www.uh.edu/finance, click on Training). Business staff are encouraged to read the complete list of FAQs.

Vendor Selection for Purchase Orders



The above flowchart describes the decision process conducted by the Purchasing Department when selecting a vendor. After verifying that the Texas Council for Purchasing from People with Disabilities (also known as the TIBH) does not provide the good or service (a state requirement when using state funds), Purchasing determines if a previously negotiated UH master agreement, state contract, or purchasing cooperative will meet the need. If not, competitive bids are sought. Certified information systems vendors (CISVs) are often used in information technology bids, and historically underutilized businesses (HUBs), which also participate in master agreements, state contracts, and purchasing cooperatives, are given the opportunity to bid whenever possible. The ultimate goal is to select the vendor that will provide the best value.

If you have any questions about vendor selection, please contact Alan Phillips at 713-743-5671.

PASS AWARENESS FAIR

May 18, 2005

Customer Service, PeopleSoft HRMS, and Payroll will host a PASS (People Advantage Self Service) Awareness Fair at the University of Houston's Employee Appreciation Picnic on May 18, 2005.

Faculty and staff will be able to log in to computers at the picnic to view or add personal data in PeopleSoft via PASS. Staff will be on hand to assist employees. In addition, drawings will be held for prizes.

Employees have been empowered to handle personal transactions online at their convenience in a secure and expeditious manner.

The following are examples of transactions employees can view and change:

- Personal Data – Add or change addresses, phone numbers, email addresses, emergency contacts, and request name or marital status changes (requires social security card and legal documentation provided to HR).
- W-4 – View and edit withholding allowances.
- Paycheck Data – View paycheck data for their most current paycheck and all paychecks issued since September 2001.
- Compensation History – View changes in salary for the current year and all compensation history since September 2001.
- Benefits Coverage – View benefit elections and coverage.
- W-2's – Print W-2's for years 2001-2004.

Employees are especially encouraged to update their emergency contacts in PASS, which will allow someone to contact a friend or relative in the event of a personal emergency or contact the employee if a disaster (flood, etc.) occurs that affects the university.

In the near future, all payroll direct deposit advices will be printed via PASS by employees as needed.

By the end of calendar year 2005, employees will also be able to print their own W2's online and can choose not to have one mailed to their home address, if desired.

Finally, employees will register for most university training via PASS in the near future as well.

Stop by the PASS booth at the picnic and give it a try.

HUB VENDOR OF THE MONTH

NOTE: This vendor was an exhibitor at the recent HUB Vendor Fair. You may have had the opportunity to taste their excellent food at that event.

WHO:

Hearne's Grill Catering

Owner: Lewis C. Hearne, Sr.

Independent locally owned catering business that is a spin-off of Hearne's Grill, which opened in February 2003 at 1472 Wilcrest in the Westchase District.

WHAT:

Hearne's Grill Catering is a reputable caterer specializing in, but not limited to, delicious barbecue and home-cooked meals. They cater weddings, parties, anniversaries, meetings, luncheons, showers, picnics, and reunions.

Clients: Allstate Insurance, AT&T, Brentwood Baptist Church, Jack & Jill of America, Westside Tennis Club (summer tennis camp), Askew (HISD) Elementary School, Presbyterian Outreach Ministry, Greater New Hope Baptist Church, H-Town Ski Club, etc.

HOW:

Orders can be placed by:

Cell phone; 281-468-7981, Business phone; 713-278-8718, or E-mail; lewishearne@ev1.net

Contact Lewis Hearne directly at his cell number above to request a catering package or any additional information.

INTERESTING FACT ABOUT THE BUSINESS:

Lewis Hearne has always loved to cook, and has long dreamed of owning his own restaurant and catering business. His dream materialized, however, around the same time that the Atkins and South Beach diets became popular! Diets aside, he knows that there is an untapped market out there for his food, especially his barbecue. He has been continuously complimented for his delicious meals, plenteous portions, professional service, and sanitary handling of the food. His repeat clientele speaks for itself!

For further information on this or other HUB vendors contact the University HUB Operations Department:

Dick Nill – (713) 743-5670

e-mail: danill@central.uh.edu

Sandra Webb – (713) 743-5662

e-mail: sgwebb@central.uh.edu

MAY 2005

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 1:00 Payroll/ Finance Re- porting	17 9:00 Journal Entry 1:30 P-Card	18	19 9:30 Travel Forms and Rules 1:30 Query Basics	20	21
22	23	24	25 8:30 HR View PS8 11:30 PSAM	26 8:30 Query Basic PS8	27	28
29	30	31				